Virginia Wireless E-911 Services Board
PSAP Grant Program
Grant Application Users' Guide

Login Screen

Enter the Username and Password sent to you by VITA. You will need this information in order to proceed with the completion of this grant application. The Username and Password should have already been sent to you via e-mail. If you have not yet received this information, please contact your Regional Coordinator.

User Profile

Enter your First Name, Last Name, Email Address, Work Phone, and Mobile Number. When you have correctly entered the information in the required fields, click on the **Save** button. You are now ready to enter your application. Begin entering your application, by clicking on **Create New Application** in the upper left-hand corner of your screen.

Grant Administration Screens
This section of the application contains four screens which are described below. On these screens you will need to provide general information about your project. These screens have required fields. In these required fields, you will provide information and select items. If you need help text for any information requested, or for any options listed, select the corresponding question mark to the right of the field in question to access the help text.

- *General (Part1)*

Enter the Title, Grant Year, and Tier for your project. If you select consolidation as your Tier, you will automatically advance to General (Part 4)

- *General (Part 2)*

Enter the Grant Program and Grant Type for your project.

- *General (Part 3)*

The Priorities for the grant program selected will be displayed. You will need to select a single Priority that best matches your project.

- *General (Part 4)*

Depending on the Grant Type selected, you will be prompted to make selections from some or all of the following drop-down boxes: Host Applicant, Primary PSAP Applicant(s), Jurisdictions served by primary PSAP(s). Please note that you can select multiple options by holding the **Ctrl Key**.

Project Director

Enter the Name, Title, Address, Phone Number, Fax Number, and E-mail Address for the Project Director. The individual listed as Project Director does not need to be the same as the individual completing the grant application. All correspondence related to this

particular project included in the grant application will be sent to the E-mail Address listed for the Project Director. Help text is available for the required fields on this screen. To access the help text, select the corresponding question mark to the right of each field.

Brief Program Description
All projects require a Brief Project Description. This description should be 100 words or less.

Financial Data
Enter Total Project Cost, Amount Requested, Matching Funds, and any Addition Local Funds, if applicable. Please do not include commas in your financial data responses.

- *Total Project Cost*

Includes all cost items: the amount of grant funding requested, the required match (if any), and any additional local funds required in this project above and beyond any required local match.

- *Amount Requested*

This is the amount of grant funding requested through the PSAP Grant Program. The amount requested can not exceed the cap for each Grant Type. Please see the PSAP Grant Guidelines for a listing of the maximum grant awards for each Grant Type.

- *Matching Funds*

This is the amount of any required local match. Please see the PSAP Grant Guidelines for a description of any required local match for the different Grant Types.

- *Additional Local Funds*

This is any additional local monies necessary to complete the project above and beyond any required local match.

Application Content Screens

All projects, regardless of Grant Type, require the completion of the following Grant Content Areas:

- *Statement of Need*
- *Comprehensive Project Description*
- *Budget and Budget Narrative*
- *Evaluation*

Furthermore, additional information will be required of those projects associated with a Regional Initiative or a Consolidation. Please see the PSAP Grant Guidelines for a detailed description of this additional required information. In order to provide this additional information, questions specific to Regional Initiatives and Consolidation Projects will be included within the Application Content Screens. These questions must be answered in order to submit a funding request for a project associated with a Regional Initiative or a Consolidation.

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Attachments

After completing the Application Content Screens, the next screen displayed will provide you with an option to include attachments, such as a vendor quote or an MOU, as supporting documentation for your project funding request. For each attachment you wish to include, please follow these steps:

- Click on the **Browse** button to locate the file you wish to include.
- Once you have located the appropriate file, make sure it is highlighted.
- Next, click on the **Attach** button.

Submitting a Funding Request

If you are satisfied with your funding request, and are ready to submit it, click on the **Save and Submit** button. After you submit an application, it may not be modified. If you are still sure that you want to submit this project funding request, click on the **Yes, Submit** button. Your Grant Application Dashboard should now be displayed. This Dashboard lists all of the projects for which you have submitted a funding request, as well as any additional funding requests that you have not yet completed. To exit the application from the Dashboard Screen, click on **Logout** in the upper right-hand corner.

Submitting Multiple Funding Requests

In your grant application, you must provide a separate funding request for each project for which you are seeking funding through the PSAP Grant Program. To continue adding funding requests to your application, click on **Create New Application** in the upper left-hand corner.